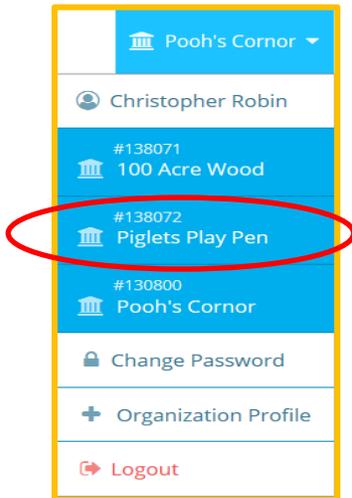


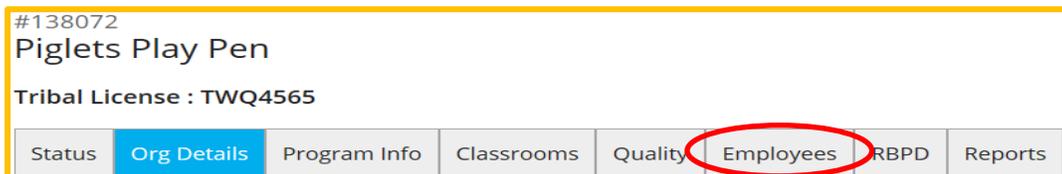
DEVELOP – VERIFYING EMPLOYMENT FOR EMPLOYERS

In Develop, when an employee fills out their Individual Membership Application, they can add current and former employers. Once reported, the employer needs to verify the information is correct. Employers are responsible for maintaining accurate information for their Organization in Develop.

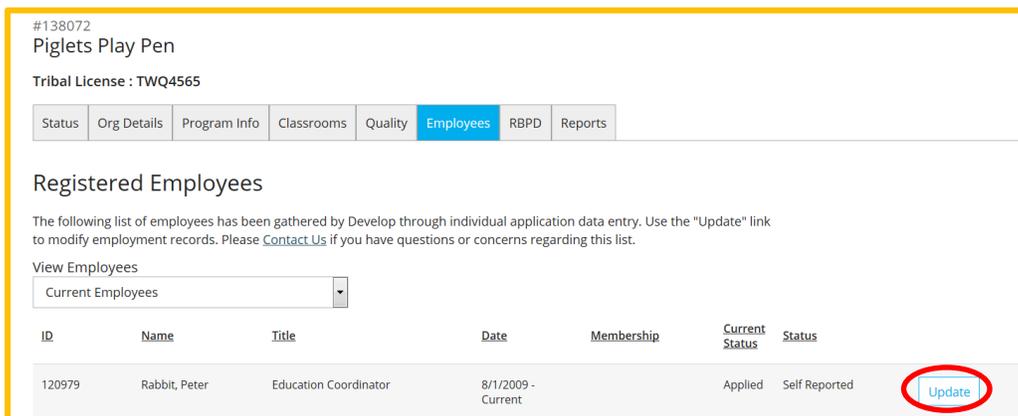
1. Login to your Develop Individual Profile with your email address and password.
2. Select your Organization from the drop down menu.



3. Click the **Employees Tab**.



4. The list of employees that have reported your organization as their employer will be displayed. Click **Update**.



Develop – Verifying Employment for Employers

5. A pop-up window will display with the employees information. You have three choices for the employee status:

Verified by program – the user is a current employee

Reviewed/Not Verified – the information was reviewed, but not verified

Denied – the user is not an employee

Make your selection and click on **Save Changes**.

Update Employment Record

Rabbit, Peter

Education Coordinator

This individual is currently employed

Start Date
8/1/2009

This individual is no longer employed

End Date

Status

-- Make a selection --

Verified by Program

Reviewed/Not Verified

Denied

Save Changes

6. The employee will now show as Verified by Program.

#138072
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Status Org Details Program Info Classrooms Quality Employees RBPD Reports

Registered Employees

The following list of employees has been gathered by Develop through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees
Current Employees

ID	Name	Title	Date	Membership	Current Status	Status
120979	Rabbit, Peter	Education Coordinator	8/1/2009 - Current	Applied	Applied	Verified by Program

Update